



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

CONTRACTS ADMINISTRATOR # 385 Limited Term

Senior Contracts Administrator: \$5,781 - \$7,433 monthly

Contracts Administrator II: \$5,198 - \$6,757 monthly

Open Until Filled

THE POSITION

This limited term position is an at-will position which is funded through June 2010. This position may be filled at either of the two levels of Contracts Administrator. This position will assist with the transition to a new financial management information system. Under the direction of the Manager of Contracts, the successful candidate will perform contract, administrative and analytical support duties for an assigned department, division, and/or sub-region; prepare, process, and conduct analytical research for SCAG contracts; oversee administrative processes, procedures, and programs; and provide technical and responsible assistance to the Manager of Contracts.

DESCRIPTION OF DUTIES

- Oversee contract compliance and purchasing programs, administrative support functions, and specialized department programs.
- Participate in the development and implementation of new or revised contract programs, systems, procedures, and methods of compliance; compile and analyze data and make recommendations.
- Assist in the drafting and implementation of contract and purchasing compliance policies and procedures; and other supporting program documents.
- Collect, compile, and analyze information from various sources on a variety of specialized topics related to contract programs including complex contract or administrative issues or questions; prepare comprehensive technical records and reports to present and interpret data, identify alternatives, and make and justify recommendations.
- Conduct surveys and perform research and statistical analyses on administrative, purchasing, and contract problems or issues; monitor legislation and analyze proposed legislation.
- Serve as a liaison with employees, public, sub-regions, and private organizations; represent SCAG in a variety of community groups, commissions, State and Federal agencies, and other organizations; provide information and assistance to the public regarding contract programs and services; receive and respond to complaints and questions relating to assigned area of responsibility; review problems and recommend corrective actions.

- Participate in special projects including research of new contract programs and services, budget analysis and preparation, and feasibility analyses.
- Provide training in various areas to sub-regions including updated contract and purchasing compliance rules and laws, and other areas as required.
- Coordinate contract activities with other SCAG departments, the public, and outside agencies; attend meetings as representative for assigned department.
- Monitor program grants compliance and related issues.
- Exercise technical, functional, and/or project coordination of professional, technical, or administrative staff.

IDEAL CANDIDATE QUALITIES...

- Experience in public sector purchasing of goods and services and contracts administration.
- Team player with knowledge of the governmental process of preparing requests for proposals, advertising, reviewing and evaluating proposals, negotiating contract terms, and awarding contracts.
- The ability to quickly expedite the completion of contracts and reduce process time.
- Knowledge of SAP management information system, and of Word and Excel software.
- Marketplace knowledge of local consultants, vendors and suppliers.

MINIMUM QUALIFICATIONS

Education: Both Levels - Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, finance, or a related field. A Masters degree is desirable. A Government Contract Management certificate is preferred. Certified Associate Contract Manager (CACM) or Certified Professional Contract Manager (CPCM) is desirable.

Experience: Level II – Two years of contract administration and purchasing experience.

Senior Level - Equivalent to five years of contract administration and purchasing experience.

Knowledge of: Pertinent Federal, State and local law codes and regulations; general principles and practices of government budget and contract administration and Purchasing; organizational and management practices as applied to the analysis, evaluation,

development and implementation of contract and purchasing programs, policies and procedures; sources of information related to a broad range of governmental contracts and purchasing programs, services, methods, and recordkeeping.

Ability to: Effectively create, issue, award and administer contracts for a variety of departmental programs and administrative activities. Conduct research on a wide variety of contract and purchasing topics. Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application and resume to:

Southern California Association of Governments

Attn: Human Resources Office
818 West 7th Street, 12th Floor
Los Angeles, California 90017
(213) 236-1931
FAX (213) 630-1493

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Pre-employment medical and drug screening may be required prior to hire.
- Employees in limited term assignments serve no probationary period and do not accrue seniority. This is an at-will assignment and employees can be discharged at any time.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans and a vision plan. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG. An Employee Assistance Program (EAP) is also provided.
- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of experience.
- **Sick Leave:** Employees earn sick leave at the rate of 3.6923 hours every payroll period.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.

- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-nine cities, 38,000 square miles, and a population of 18 million. For more information on SCAG, please visit our website at www.scag.ca.gov.

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the L.A. Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown L.A. is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.